



...helping people with Medicare make informed health care decisions

INFORMATION PARTNERS CAN USE TO CUSTOMIZE POWERPOINT® PRESENTATIONS

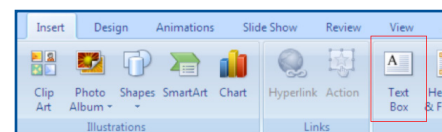
PowerPoint® is a software program widely used by educators and trainers to create slides, handouts, notes, and outlines. The following information is intended to help you customize **PowerPoint** training materials provided by the National Medicare Training Program.

This tip sheet will help you easily tailor the training modules used at our nationwide Train-the-Trainer workshops to meet your audiences' information needs and your time constraints.

We provide **PowerPoint** presentations and accompanying workbooks. The workbooks can be printed to provide access to the slides and the detailed speaker's notes at once.

How to Tailor a Training Module

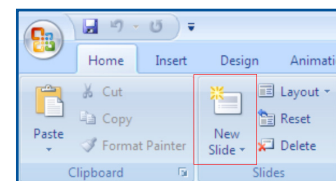
Adding Text Boxes: Text boxes can be used to add speaker, event, and local information to the slides.



1. On the toolbar click **Insert**, and then **Text Box**.
2. On the slide, point and click where you want the text box, and then type or paste text.
3. You can move the text box by left clicking and dragging it to the correct location.

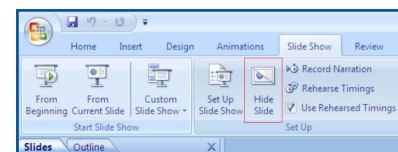
Adding or Inserting Slides

1. To insert a new blank slide, on the Home menu, click **New Slide**.
2. To copy and paste slides from one presentation into another, in **Slide Sorter** view, copy the slide you wish to insert (select slide; then go to **Edit** and click **Copy**). Go to the presentation where the slide will be inserted. In **Slide Sorter** view, insert cursor where you want to insert the slide, go to **Edit** and click **Paste**.



Hiding a Slide

1. In any view, select the slide or slides you want to hide.
2. Go to the **Slide Show** menu, click **Hide Slide**. In **Slide Sorter** view, the hidden slide icon appears with the slide number inside, next to each slide you have hidden. **Note:** The slide remains in your file, even though it is hidden when you run the presentation.



Changing Slide Order

1. In **Slide Sorter** view, select one or more slides. (To select multiple slides in a row, click the first slide, hold down the **Shift** key, and click the last slide you want to move.)
2. After you make the selection, you can either:
 - a. Drag the slides to the new location.
 - b. Right-click on one of the selected slides to bring up the shortcut menu, giving you the option of moving or copying the slides.